This guide will help you navigate the LINCS system.

Welcome! LINCS is a job and internship posting system utilized by the Los Rios Community College District: American River College, Cosumnes River College, Folsom Lake College and Sacramento City College. Through LINCS you will be able to maintain and edit your company profile, your contact profiles, post jobs and internships, edit your postings and search for applicants. You may also receive information and view announcements regarding career and internship events and services.

Access to LINCS: Through the Los Rios Work Experience Home Page: http://wexp.losrios.edu; click on “Employers”

Or, go to the Los Rios District Home Page at http://losrios.edu, from there click on the “QuickLinks” and scroll down to “Los Rios Internships and Career Services” and click on “Employers”

NOTE: If you are a registered user, simply type your username and password, then click “Login”. If you have never registered, click the “Click here to register” link. Fill out your profile completely and click the “Register” button.

Record your username and password so that you don’t forget. Your login is case sensitive, so be sure to enter your login as you originally created it.

Username: _____________________________Password: ______________________________

After you have logged in, you will be on the LINCS Home page. Here you will find many useful tools:

- **Resource Library:** MAKE THIS YOUR FIRST STOP! Here you will find the Employer Guide and other helpful documents such as the “Internship Posting Policies” for internship program participation.

- **Upcoming Events:** Click on view all calendar events

- **Report a Hire:** Click this link to let us know when you hire one of our students!

- **Calendar:** Here you will see jobs that are expiring for your company and any upcoming career events and job fairs.

**MY PROFILE:** Choose this menu option to update your contact information (password, phone #, email, etc).

**NOTE:** Under the Employer profile, you can opt into the Employer Directory. You can choose to have just your Company displayed or also your contact information. This will be available to students.

**ANNOUNCEMENTS:** Find important announcements about Career and Internship services and upcoming events.

**REPORTING A HIRE:** Each reported hire helps in our office’s endeavor to maintain accurate placement statistics. These statistics allow us to better serve both you and our students! To report a hire, click on the “I want to...Report a Hire” link located on the left-hand side of your homepage: Search for the student you hired. Then, click “Select Student” next to his/her name. Select the job/position for which this student was hired.
How do I create a new job or internship posting?
Choose My Jobs > New Job to create a new job or internship posting.

How do I edit an existing job or internship posting?
Choose My Jobs to view a list of all job or internship postings you have created. Click on the Job's ID or Job Title to view your posting's details. If you edit a job or internship, please note that it will be reviewed by our office before it is re-posted for students to view.

When will my job or internship be available to possible applicants?
Once your posting has been submitted, our staff will review it and change the status to “Active”, it will then post on the Post Date listed. If the Post Date has past, then it posts as soon as staff reviews it and approves it. You will receive an email notification that your posting has been approved.

Can a part-time job be an Internship too?
Yes, but you must create two postings, one as a part-time job and one as an internship. You may duplicate your position by clicking on the “Copy Job” link provided on the left-hand side of the screen under “Page Functions” in the Jobs>Job Profile menu. (See example below)

What do the Job statuses mean?
Pending—All new jobs or internships and edited postings will be marked with this status.
Active—After a job or internship is approved by our office, staff will assign this status.
Closed by Employer—This is the status assigned when you close your posting.
(Note: You can close this job, by opening it and clicking [Close Job] at the top.)
Inactive—When a job expires, this status is assigned to it.

How do I create or view job placements or resume referrals?
Choose My Jobs and next to each job you will find the Activity column.
R is for Referrals — Click the R to view students that have applied/submitted their resume.
P is for Placements — Click the P to view job Placements of previously hired students. (See the section on page four of this guide for directions on how to “Report a Hire.”)
When will my job expire to students?
When the expiration date is reached. You may edit this date if you want your job posted online for a longer period of time.

Will I get an email the before my job expires?
Yes, you will get emailed a day before your job is due to expire. Notification will be emailed to the email address listed in your profile, under **My Profile**.

How do I close a job before the Expiration date?
Click on your job to view the details. At the top of the job you will see [Close Job]. Click on that link to close your job. The status will change to “Closed By Employer” and it will no longer be available to students. *(Don’t forget to create a placement if you hired one of our students!)*

I’m filling out a job or internship for the first time. What are these fields?

**Field: Show Contact Info**
- Choose “Yes” to make your contact information viewable to students.
- Choose “No” to not show it. Choose “No” for internship postings.

**Field: Allow Resume Submission through LINCS**
- Choose “Yes” to allow students to submit their resume through the LINCS system. You will receive an email as the students apply.
- Choose “No” if you prefer to receive resumes or student contact outside of the LINCS system (be sure to fill out the application instructions field, so that students know how to apply). Choose “No” for internship postings.

**Field: Email Employer with each Resume Submission**
- Choose “Yes” and the LINCS system will email you as soon as an applicant submits their resume.
- Choose “No” and the LINCS system will NOT email you. You will need to login to view any resume submissions. Choose “No” for internship postings.

To do so, follow these steps:
1. Go to My Jobs > Job List
2. Click on the desired job (by clicking on either the job ID or job title)
3. Click the [View Activity] link at the top of the job. Now you will see the Resume Referrals that have been submitted.
4. Click the SELECT ALL button and then click the CREATE PACKET button to view all resumes.

**Please Note:** The three fields above should be marked “No” for internship postings because applicants may only apply for internships through the Co-op Work Experience & Internship Program staff. See the “Internship Posting Policies” in the Resource Library section on your Home Page.

**Field: Majors**
- Click on the “Add/Remove” button to select any majors relevant to your posting (no limit).
- Check the “Programs of Study” box if your position is open to all majors only.
Should I report a hire?
Yes! You should always report the hire of a student. Each reported hire helps in our office’s endeavor to maintain accurate placement statistics. These statistics allow us to better serve both you and our students!

How do I report a hire (Placement)?

**STEP ONE:** To report a hire, click on the “Report a Hire” link located on your Home page (next to the calendar).

**STEP TWO:**
Search for the student you hired. Then, click “Select Student” next to his/her name.

**STEP THREE:** Select the job/position for which this student was hired.

Questions?

American River College:  
Career Services: 916-484-8492  
CalWORKs: 916-484-8059  
Intern/Co-op: 916-484-8182

Folsom Lake College:  
Career Services: 916-608-6552  
CalWORKs: 916-608-6560  
Intern/Co-op: 916-608-6552

Cosumnes River College:  
Career Services: 916-691-7456  
CalWORKs: 916-691-7465  
Intern/Co-op: 916-691-7372

Sacramento City College:  
Career Services: 916-558-2565  
CalWORKs: 916-558-2331  
Intern/Co-op: 916-558-2383

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